

Chippewa Housing Authority



**Personnel
Policies**

Approved & Effective June 14, 2012

Greetings!

Welcome to your position with the Lac du Flambeau Chippewa Housing Authority (referred to in these Personnel Policies as the “CHA”). We congratulate you on your decision to join the CHA and hope that you will find your job challenging, enjoyable, and rewarding.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

These policies were developed to assist you in becoming acquainted with the CHA and are published to provide a convenient resource to all employees, assist in the orientation of new employees and promote consistency in CHA Administration. The Personnel Policies describe some of our expectations of our employees and outlines the CHA’s policies, programs and benefits available to eligible employees. These Personnel Policies are administered by the CHA Executive Director and are subject to change at the sole discretion of the Board of Commissioners, with or without notice. The CHA Personnel Policies are not a contract, express or implied, guaranteeing employment for any specific duration.

The mission of the CHA is to develop, operate and maintain affordable housing programs and activities on the Lac du Flambeau Indian Reservation. The purpose of these activities is to provide Tribal members with a decent, safe, sanitary housing and supportive services that promote self-sufficiency, economic and community development on the Reservation in accordance with the Lac du Flambeau Tribal Housing Ordinance, No. 1 adopted April 5, 1963 Resolution No. 25(63).

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I.Administration

The Executive Director is responsible for the administration and interpretation of all policies and procedures contained in these Personnel Policies and to determine the design and the size of the work force, to assign work, and to transfer employees from job to job.

These policies and procedures supersede all other CHA policies, procedures and practices. These Personnel Policies are subject to change at the sole discretion of the Board of Commissioners, with or without notice. However, employees will be notified in writing of any changes to these policies.

Polices set forth in these Personnel Policies are not intended to create an employment contract or any other type of contract, nor are they to be construed contractual obligations of any kind.

1. At Will Employment

Employees are employed at the CHA on an “at will” basis. Employees are free to separate from employment at will, at any time, for any reason or no reason at all, with or without cause. Similarly, the CHA may terminate the employment relationship at will, at any time, with or without cause or notice, as long as there is no violation of any applicable law.

II.Recruitment

1. Native American Preference

CHA is mandated to follow Native American Preference Policy established by the Indian Self Determination and Education Act of 1975 (Public Law 93-638). Native American Preference as administered by the CHA applies to all hiring, promotion, lay-off, training or any other aspect of employment.

2. Recruitment Policies and Procedures

Employment with the CHA is contingent on the successful passing of a drug test. All potential new employees will be subject to a new hire drug test once an offer of employment is made to the potential new employee. A potential new employee that refuses to submit to a drug screen will be denied employment with the CHA. Any willful attempt to evade the drug test by shaving, cutting, or altering the hair (head or body), in any way (unless hair loss is the result of a diagnosed medical condition) will be considered a refusal to test. Any applicant that tests positive will be denied employment

with the CHA but may request a retest at his/her own expense for additional employment consideration. Applicants that test positive may reapply for a position with the CHA after a period of 120 days and must submit to the drug screening process.

Supervisors may assist in sourcing and identifying appropriate applicants or employees to assume position responsibilities in their departments within the parameters of the CHA's defined policies and procedures. All individuals involved in employment recruitment activities of the CHA are responsible for adhering to the Native American Preference Act.

In an effort to attract applicants and inform employees of available job positions, the CHA posts all available positions on bulletin boards throughout the community for a period of five business days. Posted positions may be regular full time, regular part-time, promotions or temporary contract positions. The CHA in some instances, may at its discretion, reserve the right not to post a position.

In the interest of selecting the most qualified candidates and insuring a fair interview selection, the CHA has established a multi-step hiring process. This process includes the review and approval of the recruitment plan by the Executive Director. Regular full or part time positions must be filled through the formal interview process, which includes a minimum of one member of the Board of Commissioners.

Interested applicants for a job opening or employees must complete a CHA employment application. The Executive Director will appoint a Selection Committee which shall be comprised of at least three individuals including the supervisor and one Board member. The Executive Director will provide for a review and screening of all applications for job suitability based on the job description.

The Selection Committee is responsible for interviewing, selecting and providing a recommendation for hire to the Executive Director.

Upon successful completion of a background check and a drug screen, new employees will be asked to complete all necessary paperwork such as medical benefits plan enrollment forms, beneficiary designation forms, emergency contact information and appropriate federal, state and local tax forms. Employees are required to present to the CHA information establishing identity, tribal membership (if applicable), and eligibility to work in the United States in accordance with applicable federal law.

The CHA retains all applications for employment for a maximum period of 90 days. Applicants are responsible for contacting the CHA to determine the status of their application.

3. Rehire Policy

It is the policy of the CHA to re-employ former employees in certain circumstances by re-appointment by the Executive Director. If a former employee separated from CHA

employment in good standing, the former employee is eligible for rehire in the same or similar position if the former employee has the skills and qualifications to meet the needs of the job position. The rehired employee's date of hire will be updated to reflect the date the employee returned to CHA employment.

As a former employee, your eligibility for rehire may depend on your job performance. Former employees are not guaranteed rehire. Rehired employees start over with respect to eligibility for benefits.

4. Background Checks

All applicants that apply for employment with the CHA must submit to background checks based on the specific requirements of the job. These background checks may include past and present employers, school transcripts, financial checks and criminal background checks. Applicants with prior military service must supply a copy of their DD214 form when requested.

5. Layoffs

Employees who are laid off due to lack of work or for budgetary reasons are entitled to first consideration should the same or similar job position be reopened.

The callback to work for the same or similar position will be authorized with manager and Executive Director approval. However, CHA retains the right to update or change the job description or duties to meet the needs of CHA. Furthermore, CHA retains the right to post the position and follow the CHA Recruitment Policy.

III. New Hire Orientation

All new employees including rehired employees are required to attend a mandatory new employee orientation. The purpose of Employee Orientation is to familiarize new employees with the job requirements, safety, benefits and other information that relates to new employees. The Department Manager will schedule new employee orientation with the employee within the first thirty days of employment.

1. Employment Opportunities

The CHA is committed to employing individuals who are qualified to meet the responsibilities of their jobs. Therefore, the CHA's policy is to employ, retain, promote, treat, and terminate employees and applicants for employment on the basis of merit, qualifications, and competence. This policy of non-discrimination governs all aspects of employment, including selection, job assignment, compensation, discipline, termination,

and access to benefits and training. The CHA retains the right to:

- Determine the necessary qualifications for employment, and to recruit, select and hire employees;
- Determine both the extent and the type of work to be performed by all employees and to establish and maintain efficient procedures, standards, and methods necessary to achieve the work;
- Determine work schedules, implement layoffs, and make all other management decisions

2. Disability Accommodation

CHA recognizes that disabled individuals may have workplace challenges. The CHA at its sole discretion may make reasonable accommodations for known disabilities of employees. Generally, any such accommodations must permit employees to perform the essential functions of jobs held without causing an undue hardship for the CHA. All accommodation decisions are made on a case by case basis, taking into consideration the qualifications and the particular circumstances of the individual in relation to the essential functions of the position. Qualified individuals with disabilities may make a written request for reasonable accommodation to the Department Manager and Executive Director.

3. Open Door Policy

CHA encourages and maintains an open door policy where employees should feel safe and respected when communicating their work related concerns, ideas, or suggestions to improve the quality or efficiency of CHA operations. Open dialogue is enhanced when employees follow the CHA chain of command (i.e., employee to supervisor or manager, then to Executive Director, and finally the Board of Commissioners). Open dialogue is also enhanced when CHA management responds to employee questions and comments in a respectful and timely manner.

4. Probationary Period

All new employees are employed with the CHA on a probationary period for the first 90 calendar days of their employment. The probationary period applies to all new, laid-off, and rehired employees of the CHA and all current employees who are promoted or transferred to different positions within the organization. The introductory period is 90 days of continuous service for all full time and part time regular employees.

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The CHA uses this period to evaluate

employee's work habits and overall performance. New employees are encouraged to use this time to ask questions and discuss his or her progress with the appropriate supervisor.

During this probationary period, the employee accrues vacation and sick time; however, employees cannot use vacation and sick time until successful completion of the 90 day introductory period.

Any unapproved absence will automatically extend the probationary period as determined by the supervisor. If the supervisor determines that the designated probationary period does not allow sufficient time to evaluate the employee's performance for any reason, the probationary period may be extended. The employee or the CHA may end the employment relationship at any time during the probationary period.

5. Vehicle and Equipment Use & Insurance Requirements

Employees are required to drive automobiles, vehicles, or other equipment in connection with their job duties and shall be required to:

- show proof of valid driver's license; and
- be insurable under the CHA's auto insurance policy; and
- show proof of personal auto liability insurance, if applicable.

Employees must promptly inform the appropriate supervisor or the Executive Director of any restriction or revocation of their driver's license and of any cancellation or modification of their personal vehicle insurance coverage.

Employees are required to exercise prudent care in the operation of CHA vehicles and equipment which includes following all operating instructions, safety standards, guidelines and traffic laws. Employees must also be sure that vehicles are clean and filled with gasoline after their use. Employees are expected to notify the appropriate supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.

Any employee who receives a traffic citation or is involved in an auto accident, whether using a company vehicle or personal vehicle while on company business, must report the incident immediately to the Executive Director. In the case of obvious negligence and/or repeated occurrence of employee error, the employee may be required to pay for the total damages or for the amount not covered by insurance.

CHA has the ability to provide a mileage allowance plan for personal vehicle use. To be reimbursed, the employee must show proof of a valid driver's license in the State of Wisconsin and evidence of auto insurance for the vehicle used for work-related reasons.

The employee must also log the mileage on the appropriate form and obtain their supervisor's signature on the form.

All CHA-owned vehicles are for the exclusive use of CHA business. Under no condition will a company owned vehicle be used for personal use.

6. Substance Abuse Policy

CHA is mandated to comply with the federal Drug-Free Workplace Act. Employees should also be aware that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace or on the CHA's property. The use or abuse of illegal drugs or controlled substances can have a significant impact on the workplace in terms of safety, worker's compensation claims, sick pay benefits, absenteeism and productivity. It is the CHA's policy to protect the safety of the employees, guests and visitors from hazards arising from employees who use illegal drugs or are impaired on the job.

The CHA conducts random drug screens to ensure that the CHA is operating as a drug-free employer. It is mandatory that all employees participate in this program and must provide a sample for random drug screening purposes when required. Employees that refuse to submit to drug screening or fail to do so within the allotted time frame may not be allowed to work, and may be subject to disciplinary action up to and including termination.

Employees will be required to submit to a drug or alcohol test if reasonable suspicion exists that an employee is under the influence of drugs or alcohol during the employee's scheduled work hours. An employee involved in a work-related accident must submit to a drug or alcohol test.

a. Alcohol

CHA enforces a Zero Tolerance Policy and any employee suspected to be under the influence of alcohol, while at work, may be required to take a Breathalyzer test. Any employee, who tests positive for alcohol while at work will be subject to discipline, up to and including termination of employment. If not terminated, an employee who tests positive for alcohol will be required to complete CHA's alcohol and drug testing program.

b. Prescription Medication

It is mandatory that employees under the care of a certified health care provider that has prescribed medication that may impair judgment or impact job performance notify their immediate supervisor immediately that he or she is currently taking this medication. Any information that the employee discloses will be considered strictly confidential. The

employee may be required to provide a record of prescription medications including all pertinent information and any limitations that may have an effect on the employee's work performance. This information may be forwarded to the employee's confidential personnel file. If an employee is unable to provide the required information, the employee may be subject to a drug screen and immediate disciplinary action up to and including termination as appropriate upon the determination of the supervisor and/or Executive Director.

Pursuant to the requirements of the Drug Free Workplace Act of 1988, employees performing work subject to the terms of the Act, must notify the CHA of any criminal drug statute conviction for a violation related to the workplace that includes activities performed on behalf of the CHA, on site or at other locations, no later than five days after such conviction.

c. Alcohol & Drug Testing Program

Any employee who tests positive for drug usage will be subject to discipline, up to and including termination of employment. If not terminated, an employee will be required to follow the Alcohol & Drug Testing Program as outlined below:

In the event an employee tests positive for drug or at-work alcohol usage, the employee will be suspended for a minimum of five (5) working days and must show proof of contact with an Employee Assistance Program (EAP). Employees will not be authorized to utilize accrued leave at any time during their suspension.

The employee will be allowed to return to work only after the employee has completed the suspension and shows proof of enrollment in an EAP program.

Within 30 days, the employee must provide a copy of their treatment plan and also submit to drug testing which indicates a clean test result. The employee must also continue to comply with their treatment plan, which may be evidenced by a clean drug test and as ordered by the supervisor. If the employee refuses to complete the treatment plan or tests positive at any time within 1 year, the employee will be terminated from employment. Employees testing positive for drugs more than once during a five year period with the CHA may be terminated from employment.

7. Personnel Records

CHA maintains personnel files for all employees. These confidential files contain documentation regarding various aspects of the employee's employment with the CHA such as the employee's job application and resume, performance appraisals, disciplinary warning notices, and other employment records.

Personnel files are the property of the CHA, and access to the information they contain is restricted. Only the employee's current supervisor or the Executive Director have access to employee personnel records. Personnel files are not to be removed from the CHA and must be viewed in the presence of a supervisor or the Executive Director.

Employees that want to review their personnel file must request so in writing. Employees or former employees that request copies of personnel file documents will be forwarded copies of these documents within ten business days. A cost of .50 (cents) per page may be charged.

To ensure that the employee personnel files are up-to-date at all times, employees must notify the CHA of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, individuals to notify in case of an emergency or any other similar information.

Altering, removing or destroying any personnel records pertaining to an employee, former employee or applicant is prohibited.

8. Disclosure of Employee Records and Information

The CHA discloses information to third party sources provided that the employee or former employee has signed an authorization to release information. If there is not an authorization to release information on file, only dates of employment will be released.

Information requested by law enforcement will be authorized by the Executive Director upon the presentation of a subpoena or court order. The CHA is not required to inform current or former employees that law enforcement agencies have conducted an information review.

9. Visitors

Restricting unauthorized visitors helps maintain safety standards, protect against theft, maintain the security of equipment, protect confidential information and the privacy rights of CHA tenants and applicants, in addition to avoiding interruptions to CHA operations.

Employees are responsible for ensuring all visitors sign the guest register.

An employee who observes an unauthorized visitor or unacceptable conduct on the part of an authorized visitor should immediately notify their supervisor.

10. Parking

Employees may park their vehicles in any non-restricted parking areas in the parking lot of any CHA facility. In general, the CHA assumes no responsibility for any damage to or theft of any automobile or personal property left in any automobile. However, if the

employee's vehicle is damaged in the parking lot by no fault of the employee, the employee may submit a request for compensation for the Executive Director's approval.

11. Temporary Contracts

The Executive Director may offer an individual a temporary contract for employment. Regular full time employees are not eligible for temporary contracts. An employee who signs a temporary contract is obligated to fulfill the requirements, length, terms and conditions of the contract. Any employee who does not fulfill a temporary contract in its entirety will be subject to a 90 day waiting period before re-applying for any position with the CHA. This employment is contingent on the successful completion of a background check and a drug screen.

IV. Compensation Policies

1. Employment Classifications

Each employee is designated as either nonexempt or exempt based on federal wage and hour laws. Employees are also classified as regular full time, regular part time, or temporary contract based on the needs of the CHA.

- Exempt Employees: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws for work performed beyond 40 hours in a work week. Executives, professional employees and certain employees in administrative and management positions are typically exempt.
- Nonexempt Employees: Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond 40 hours in a work week, in accordance with applicable federal wage law.
- Regular Full-Time: An employee who is regularly scheduled to work 32 or more hours per week is considered full time.
- Regular Part-Time: An employee who is regularly scheduled to work less than 32 hours per week is considered part time.
- Temporary: An employee who is hired on a temporary basis.

All CHA job descriptions will provide position status information: exempt, non-exempt, full-time, part-time, temporary. The Executive Director will make position status changes in accordance with the needs of CHA.

2. Work Hours

Staffing needs and operational demands may require variations in starting and ending times, as well as variations in the total hours that may be scheduled daily or weekly. CHA reserves the right to alter an employee's work schedule based on the needs of the CHA and by department manager discretion.

The regular workweek for all employees begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. Full-time employees are scheduled to work 32 hours or more per week. Part time employees' schedules are defined by their supervisor. Schedules will be posted as far in advance as possible, and employees will be notified of changes in their work schedules as soon as possible. If an employee needs to change his or her work schedule the supervisor must authorize the change.

The CHA provides meal periods and breaks to employees. An unpaid meal period of 30 minutes is provided to each employee that normally works six or more hours per day. Employees that normally work six or more hours are provided with one 15-minute break in the morning and one 15-minute break in the afternoon.

Employees may request flexible work schedules. Flexible work schedules are dependent on the nature of the employee's position responsibilities, the needs of the department, and the CHA's changing situations and staffing needs. Employees may not work flexible schedules without supervisor and Executive Director approval.

3. Time Keeping

It is the CHA's policy to comply with applicable laws that require records to be maintained of the hours worked by CHA employees. To ensure that accurate records are kept of the hours actually worked (including overtime where applicable), and to ensure that employees are paid in a timely manner, all employees are assigned to a designated time clock. CHA pays for time worked on the quarter hour.

Altering, falsifying, or tampering with time records is construed as theft of time and is grounds for disciplinary action, up to and including termination of employment. An example of a serious breach of this policy is when an employee has recorded time for another employee. If an employee is unable to punch his or her card in the event of an emergency, the supervisor shall be notified who will document the timecard.

4. Overtime

If an employee is classified as a nonexempt employee, the employee will receive compensation for approved overtime as follows:

- Employees will be paid straight time (i.e. regular hourly rate of pay) for all hours **worked** through 40 hours in any given work week.

- Employees will be paid one and one-half times their regular hourly rate of pay for all hours **worked** beyond 40 hours in any given work week.
- Only hours actually **worked** will be used to calculate overtime. Paid time off for holidays, vacation, sick days, or other reasons will be considered “non hours worked.”
- Employees may not record time more than seven minutes before their scheduled start time or seven minutes after their normal work schedule unless overtime has been previously authorized.

The CHA will attempt to provide employees with reasonable notice when the need for overtime work arises and will compensate employees for all hours worked. The employee’s supervisor must always approve overtime; therefore, employees who work overtime without prior approval may be subject to discipline, up to and including termination of employment.

5. Payroll Processing and Pay Days

The CHA’s pay period is bi-weekly. Payroll is calculated over a 14-day period beginning on Sunday and ending on the 14th day, Saturday. Exempt employees are generally paid for 80 hours per pay period. Nonexempt employee payroll is calculated based on the actual number of hours worked and paid time off during the pay period.

Employees are paid on Friday immediately following the end of the payroll period or the last day of their scheduled work week. If a payday falls on a CHA designated holiday, the payroll checks will be issued the day before the holiday.

Employee paychecks are retained by the Executive Director and forwarded to the supervisors to be distributed to employees on Friday. If an employee is absent from work on a payday, the CHA will hold the employee’s paycheck until the employee returns to work, unless the employee has provided written instructions to mail the paycheck or to give the paycheck to a designated recipient. The employee’s designated recipient will be required to present written documentation regarding this designation. If an employee’s designated recipient is to pick up the employee’s paycheck, the designated recipient may be required to show an acceptable form of identification and provide a signature for receipt.

In some instances, an employee may request an early check. Early check requests will only be approved based on planned leave or an extreme emergency and must be approved by the supervisor and Executive Director and received at least one week in advance or as soon as possible in the case of an extreme emergency. The CHA does not advance paychecks or partial pay amounts to employees.

Debts to the CHA and its departments that remain unpaid after a warning period may be subject to legal action unless the employee agrees to a payroll deduction.

An employee whose work responsibilities include the use of CHA property or the receipt of cash or cash equivalents is required to follow the policies and procedures established by the CHA to safeguard such assets. In all cases, if the employee's supervisor determines after an appropriate investigation that the employee failed or refused to follow CHA policies and procedures that results in a financial or property loss to the CHA, the amount of the loss shall be considered a debt. Any loss incurred as a result of employee lack of judgment or gross neglect of duty may be recovered from the employee, as deemed appropriate. Such debts shall warrant appropriate sanctions that may include disciplinary action and debt repayment by payroll deduction as ordered by the Executive Director.

6. Exempt (Salaried Employees)

Exempt (salaried) employees are required to commit to the highest level of professional standards necessary to ensure efficient and effective operations. An important criterion of an exempt employee is the requirement to commit to 80 or more hours of work within a pay period. The Executive Director, upon review of an exempt employee's worked hours, may change the employee's status from exempt to non-exempt. Failure of an exempt employee to adhere to this expected level of commitment, may lead to disciplinary action up to and including termination of employment.

Exempt employees will be paid eight (8) hours if they have reported for work for a minimum of one (1) hour in that scheduled work day. Exempt employees are required to attain the written approval of the Executive Director for any leave time (sick, vacation or personal). Due to the extraordinary commitment required of CHA exempt employees, they may take leave of their post during regular work hours with the approval of the Executive Director.

7. Wage and Salary Increases

Employees of the CHA may be eligible for consideration of a wage increase each calendar year. During the annual performance evaluation, wage increases will be based on job performance as defined by the employee's job description, the overall financial strategies of the CHA, and if the employee demonstrates a commitment above and beyond their job description. In addition, a Cost Of Living Allowance (COLA) may be provided on an annual basis as determined by the Board of Commissioners. Employees of the CHA who have reached the salary cap for their respective position will not be eligible for a wage increase.

8. Performance Evaluations

Newly hired, promoted, or transferred employees may receive a formal evaluation at the end of their introductory period. Employee performance evaluations shall include, but are not limited to, the following procedures:

- a. Employee Self-Evaluation
- b. Supervisor evaluation of employee
- c. The supervisor and employee will meet to discuss the evaluation
- d. The supervisor will make the final recommendation to the Executive Director

Performance evaluations are conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches to meeting goals and objectives.

Performance evaluations will ordinarily be conducted at the end of an employee's probationary period and in any new position and thereafter, on or near the anniversary date of hire. During this annual review, the employee's job description may be revised and/or updated to reflect any changes to current position.

V. Employee Benefit Programs

1. Insurance and Retirement Benefits

Regular full-time employees are eligible to participate in all CHA benefit programs on the 1st of the month following the initial probationary period of 90 days of continuous employment.

The following list identifies benefits that may be available to regular full time employees. By Board of Commissioners resolution, employees may be required to contribute to the cost of a monthly premium.

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Accidental Death and Dismemberment (AD&D) Insurance
- Short and Long Term Disability Insurance
- Supplemental Insurance (i.e., AFLAC) – Voluntary employee insurance, offers enhanced levels of coverage, premiums are paid at 100% by employee.
- Worker's Compensation
- 401(k) Plan – The CHA offers a retirement plan to employees 18 years of age or older. In addition, the employer's contribution is 100% vested immediately. The CHA's employer contribution match is as follows:

- 100% of employee contributions to a maximum of 5% of base salary.
- 50% of employee contributions between 5% and 10% of base salary.
- 25% of employee contributions between 11% and 15% of base salary.

2. Employee Leave Time

The CHA, as an employer, has the right to expect all employees to be at work as scheduled. All leave requests shall be subject to the approval of the immediate supervisor.

The CHA also has the right to expect employees to be reliable *and* punctual in reporting to work. Absenteeism and tardiness, in addition to extended leaves of absence, places a burden on other employees, tenants, and operational effectiveness. Therefore, CHA employees are expected to arrive at work on time, return from meal periods and breaks on time, and remain working until the end of their scheduled shift or unless authorized by their supervisor.

The CHA provides a generous leave policy as follows:

a. Vacation Leave

The CHA provides all regular full time and part time employees with paid vacation leave time. Employees accrue paid vacation leave time when they begin employment with the CHA. Employees cannot participate in this benefit if they are still in their probationary period. The amount of vacation leave time accrued increases as an employee's tenure increases and is based on the employment anniversary date as listed below.

Employees who have been laid off and who are returned to work within a period not exceeding five (5) years since the lay-off, do not accrue vacation time during their absence, but will accrue vacation at the rate in effect prior to their absence. In addition, employees who are absent from work for an approved reason for a period of up to 90 consecutive calendar days will continue to accrue vacation leave during this period but not after the expiration of a 90 day period.

Accrued vacation leave time is not transferable from one employee to another employee.

Note: As of the date these policies are approved, current CHA employees will be “grandfathered” in to the previous policies.

Regular Full Time Employee Vacation Leave Accrued Schedule

<u>Length of Service</u>	<u>Number of Hours Earned Each Month</u>
Years 0 – 2	6
Years 3 – 5	8
Years 6 – 9	10
Years 10 and above	14

Regular Part-Time Employee Vacation Leave Accrued Schedule

<u>Length of Service</u>	<u>Number of Hours Earned Each Month</u>
Years 0 – 2	3
Years 3 – 5	4
Years 6 – 9	5
Years 10 and above	7

Vacations may be taken at any time during the year; however, vacations must be scheduled at the mutual convenience of the employee and the CHA. The CHA reserves the right to deny vacation requests when scheduling does not permit or has the potential to disrupt operations or activities. In order to accommodate vacation requests, the CHA requires a minimum of one week notice, with the exception of civic duty for emergency services. All requests must be in writing and submitted to the employee’s supervisor. In the event that an employee cannot provide one week notice, the CHA will attempt to accommodate the employee based on the specific circumstances.

The CHA will attempt to grant any such request in an equitable manner so as to distribute “choice days” among all employees.

All employees are paid vacation leave when used on their regular payroll check. Vacations are charged against accrued vacation time balances. No advance payments of vacation leave time will be made. Vacation time paid cannot cause an employee to receive more than 40 hours per week. (Example: you worked 24 hours, you cannot take 20 hours vacation in that week to exceed 40 hours).

Employees may use accrued vacation leave time in increments of 4 hours or more. All employees are required to take at least five vacation days per year; preferably consecutive. Employees are allowed to carry accrued, unused vacation leave time over to the next calendar year. Upon separation from employment, an employee will be

compensated for accrued and unused vacation leave time earned through the last day of work and not to exceed 120 hours. If an employee should separate from employment due to death, all accrued vacation leave time will be paid to the designated beneficiary on estate.

Employees who have accrued more than 120 hours are eligible to receive payment in lieu of time off, with supervisor and Executive Director approval. On an annual basis, vacation accruals over 120 hours as of November 30 in that year will be paid at 100% of their hourly wage or salary, not to exceed 160 hours in total.

Except for holiday or bereavement leave, no other leave time will be substituted for vacation once vacation leave has commenced. Specifically, if one of the CHA's observed holidays occurs during an employee's vacation time, the paid holiday will be in lieu of the vacation time. In addition, once vacation has commenced in an unfortunate event causing the employee to be eligible for bereavement pay, bereavement pay will substitute for vacation.

Former CHA employees who voluntarily quit or were terminated will not receive Length of Service credit in determining vacation accrual rate.

b. Personal Leave

All full time regular employees earn eight hours of personal leave time after one year of service on their anniversary date. Part-time regular employees earn four hours of personal leave time after one year of service on their anniversary date.

Regular full-time employees will also earn one personal day (8 hours) for their birthday and must be used within one week of their birthday and with supervisor approval.

The CHA allows employees to increase their personal leave time earnings each calendar year through the judicious use of sick leave time. For every three continuous calendar months that an employee does not use sick time, eight hours of personal leave time for full time regular employees and four hours of personal leave time for part time employees will be credited to their personal leave time balances. Employees cannot participate in this benefit if they are still in their probationary period. No personal leave time will carry over into the next year unless earned in the month of December.

Personal leave may only be used in increments of four hours or more and with supervisor approval.

c. Sick Leave

Regular full time employees earn eight hours of sick time for each complete month of employment. Regular part time employees earn four hours of sick leave time for each complete month of employment. The use of sick leave time is limited to the employee's personal illness or injury or illness or injury of an employee's immediate family member.

Employees may use sick leave time in one hour increments.

Employees that exhaust their accrued sick leave may elect to substitute accrued personal or vacation leave time in increments of four hours or more, with supervisor approval, to cover wages during the period of absence. Sick leave time may not be taken in advance of accrual nor be taken during a probationary period.

An employee who is unable to report to work due to an illness must notify his or her immediate supervisor, and the receptionist, within one hour before the scheduled start of the workday or be subject to the disciplinary process. The immediate supervisor and receptionist must also be contacted on each additional day of absence.

If an employee is absent due to accident, illness, in-patient hospitalization or any other medical leave reasons the CHA may request a release from the employee signed by a certified health care provider prior to the employee's return to work. The CHA reserves the right to request secondary health provider examinations and assessments, at the CHA's cost, to determine suitability of the employee to return to work or assume limited position responsibilities. Employees that are absent for more than three consecutive days for medical reasons; are required to provide a physician's release for return to work prior to their return. If an employee fails to report to work or call in for three (3) consecutive scheduled work days (no call/no show), the employee will have been considered to have abandoned his/her job and will be no longer employed at the CHA. Such verification may be requested for other sick leave absences as well and may be required as a condition for receiving sick leave benefits. In rare cases of extreme illness or injury, an immediate family member instead of the employee may notify the CHA for the employee's absence. In addition, an employee will not be required to report their absence daily in the event of a short-term disability where the employee has previously provided the CHA with documentation of the beginning and estimated ending dates of the disability.

Unused sick leave will not be paid to employees while they are employed or upon separation of employment.

For the purposes of sick leave pay, employees must first use accrued sick or personal leave prior to the use of vacation time.

d. Holidays

The CHA recognizes and observes fourteen full-day holidays. The CHA reserves the right to adjust the following recognized and observed holidays on an annual basis:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday
- Easter Monday

- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Native American Heritage Day (day after Thanksgiving)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

Holidays that fall on Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.

The CHA will compensate all employees for observed holidays. Full time regular and temporary employees will receive eight hours of holiday pay for each holiday. Part time regular and part time temporary employees will receive four hours of holiday pay for each holiday.

Except in cases of approved vacation leave, to be eligible for holiday pay, the CHA requires all employees to work the regularly scheduled workday immediately before and after the holiday. If an employee does not work the scheduled day before or a scheduled day after a holiday, the employee will not receive holiday pay, when the holiday falls on a regularly scheduled workday.

An employee that is required to work on a holiday may substitute a different day during the pay period as a floating holiday. In some instances employees may be eligible to receive holiday pay in addition to compensation for hours worked on a holiday. Supervisors are responsible for approving this arrangement in advance.

e. Extended Medical Leave

The CHA recognizes that employees may need time away from work under the conditions described below.

- Birth or placement for adoption or foster care placement of a child
- Serious health condition of an employee
- Serious health condition of an employee's immediate family member, when the CHA employee is the primary caretaker

A serious health condition is an illness, injury, impairment or physical or mental condition involving inpatient care in a hospital, hospice or medical care facility. A serious health condition is also identified as any period of incapacity of more than 14 consecutive calendar days, or as determined by a health care provider, or incapacity due to pregnancy or childbirth.

Qualified employees are eligible to take a maximum of up to 12 weeks of leave during any twelve month period, with manager and Executive Director approval. The approved extended leave commences on the first day of the employee's approved absence whether accrued paid time off is used or not.

To be eligible for Extended Medical Leave, an employee must be employed with the CHA for a minimum of 12 months. Work time does not have to be consecutive but the employee must acquire 1,250 hours of work time in the preceding one-year period prior to the commencement of requested Extended Medical Leave. Employees may also access Extended Medical Leave on an intermittent basis, as approved by the department manager if intermittent leave does not unduly disrupt business operations.

Employees requesting Extended Medical Leave are required to provide the CHA with reasonable notice. If the Extended Medical Leave is foreseeable, the employee must make a request for Extended Medical Leave at least 30 days in advance. Employees are required to complete a Extended Leave request form and a physician's certification of the serious health condition and submit the forms to the department manager and Executive Director for approval.

Employees that have been granted time off due to Extended Medical Leave are able to substitute accrued paid leave time or take Extended Medical Leave without pay. The CHA will require an employee to use accrued paid leave time.

Employees on approved Extended Medical Leave are eligible to participate in the CHA's group medical plans. The CHA will maintain the employee's insurance benefits during Extended Medical Leave at the employee's regular premium contribution rate. Accrual of paid leave time and holiday pay will not occur during the employee's Extended Medical Leave. Length of service with the CHA will continue to accrue while the employee is on approved Extended Medical Leave.

Employees on Extended Medical Leave are expected to return to work at the planned expiration date of the Extended Medical Leave. An employee returning to work from Extended Medical Leave is required to contact their immediate supervisor and the department manager prior to the employee's return to work. If an employee does not report to work or does not request an extension of the Extended Medical Leave by the first day following the expiration of the approved leave, the employee will be considered to have voluntarily terminated his or her position with the CHA.

An employee returning to work from an approved Extended Medical Leave will be restored to the employee's original position or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. If the employee exceeds the maximum amount of approved Extended Medical Leave time, the employee cannot expect to be restored to their original position, original pay, or employment with the CHA.

Employees returning from approved Extended Medical Leave for their own illness or health reasons must provide the CHA with a physician's certification stating that the employee is able to perform their job duties and responsibilities.

The CHA reserves the right to validate the reason for the absence on Extended Medical Leave.

f. Parental Leave for Educational Purposes

The CHA recognizes that employee family relationships are an important element of maintaining employee satisfaction. Therefore, the CHA allows parents and/or legal guardians to visit their children's classrooms or to attend school events. With department manager approval, employees will be allowed paid leave limited to one hour per month per child. If not used, this leave cannot be accrued.

g. Bereavement Leave

In the unfortunate event of a death in the immediate family, each regular full time and part time employee may take a leave of absence of up to three (3) days with pay, pro-rata. These three (3) days are to be taken consecutively, including weekends and holidays, within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

For example, if the death occurs on a Thursday, the bereavement period will be Thursday, Friday and Saturday; and the employee will receive payment for the scheduled workdays, Thursday and Friday.

With Department Manager and Executive Director approval, employee request for additional time off for bereavement may be approved by requesting use of employee's accrued vacation or personal time, or time off without pay.

In addition, the CHA may provide:

1. One day of leave may be granted to an employee that has a blood or kinship relationship similar to immediate family upon approval by the Executive Director.
1. Upon the department manager's approval of a leave request, one day in advance, an employee may be granted four consecutive hours to attend a funeral service of a non-family member.

h. Jury and Witness Leave

The CHA encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Regular full-time and regular part-time employees may request paid jury duty leave.

The employee will be paid for lost wages for jury duty, providing they submit their jury stipend to the CHA. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees summoned to report for possible jury duty are expected to report to work whenever the court schedule permits.

i. Civic Duty Leave

The CHA encourages all employees to engage in community service and to actively participate in efforts aimed towards the betterment of our community. Therefore, with department manager approval, the CHA will provide one (1) hour paid leave for the following:

- a. voting (tribal, federal, state, and local);
- b. Color Guard services (not to be combined with bereavement services);
- c. board and committee meetings;
- d. tribally-sponsored activities such as roadside cleanup;
- e. emergency services (firefighter, EMT)

In addition, an employee may use accrued leave time (personal, vacation), with department manager or Executive Director approval. Also, upon manager or Executive Director approval, CHA may provide additional unpaid leave for emergency service for firefighter or EMT services.

Although the CHA encourages civic duty, the employee's primary responsibility is to the CHA. If the employee's civic duty interferes with the employee's job performance, or the goals of CHA, the employee will be required to limit or terminate the civic duty.

j. Extended Military Leave

Upon official notice of call to duty, employees that require leave for military or reserve duty must contact the department manager within ten (10) business days or as soon as the employee receives notice.

All employee benefits for employees taking paid or unpaid extended military leave will be continued by the CHA for a period of 31 days. In addition, for a period of up to 18 months, the CHA will make every attempt to keep the employee's position or similar position available to the employee upon their return.

k. Inclement Weather/Closures

The safety and well being of our employees is a paramount importance. Although the CHA will make every effort to remain open for business, inclement weather, natural disasters, utility disruptions or other unforeseen situations may create the need for the CHA to close.

The Executive Director will make decisions regarding the closure or early dismissal of employees. In the event of closing, the employee's supervisor will contact the employee.

If inclement weather causes the CHA to be closed, all employees will receive pay for the hours the business is closed. Inclement weather pay will not substitute for previously scheduled vacation, sick, or personal pay.

In some instances, because of an employee's job responsibility the employee may be called back to work when the CHA office is closed for inclement weather (i.e. snow plowing & removal and nightline service). In this instance, the employee will receive their regular rate of pay in addition to inclement weather hours. If the employee works over 40 hours in any one week ("work" does NOT include paid benefits), the employee will receive one and a half times their normal rate of pay for any hours worked over 40 hours in the week.

l. Training and Development

The CHA provides for training and professional development opportunities and views these opportunities as a privilege, but at times employees may be required to attend training. For employment-related training purposes, the CHA is mandated to implement the Indian Self Determination Act related to Indian Preference.

m. Educational Leave

With Department Manager and Executive Director approval, an employee may take educational leave of up to four paid hours per week for course work related to the employee's job and CHA's needs and the courses must be through an approved or accredited institution.

To avoid disruption to CHA's operations, employees may not be absent more than four hours per week for educational purposes. On case-by-case basis, dependant on CHA needs and if the budget allows, CHA may pay for the cost of the course and/or materials.

VI. Employee Conduct/Policies

1. Tenant Safety

As an employee of the CHA, tenant units are regularly entered for such reasons as tenant maintenance and inspections. While in the unit, every employee of the CHA has the obligation to check for the general health and safety of the residents. All CHA employees are required to report immediately to the Executive Director any potential health or safety issues such as unsanitary living conditions, child or elder safety, evidence of illegal activity, non-operational smoke detectors, or any other issue relating to the unit or the living condition of the tenant(s) that could pose an immediate health risk to the

resident(s) of the unit. Failure to report such conditions is grounds for termination of the employee.

2. Workplace Safety

The CHA's workplace safety policy is designed to minimize the exposure of employees, tenants and other visitors to health or safety risks or potential risks. To accomplish this objective, all employees of the CHA are required to follow standard operating procedures designed to prevent injuries and illnesses.

It is the responsibility of each employee to conscientiously observe all safety rules and regulations, including the following:

- a. exercise maximum care and good judgment at all times to prevent accidents and injuries;
- b. keep individual work areas maintained to ensure they are clean and hazard free;
- c. open flames are prohibited in all work areas except those operating under the guidance of departmental standards. At all times, extreme care must be taken to prevent fires;
- d. notify supervisor and seeking first aid for all injuries, regardless of how minor;
- e. abide by all traffic laws and all traffic incidents must be reported to supervisor immediately and such incident will be placed in the employee's personnel file;
- f. notify supervisor of any unsafe conditions, equipment or practices;
- g. notify supervisor immediately if the employee witnesses, or becomes aware of, any unsafe practice or incident;
- h. notify supervisor before the beginning of the workday, of any prescription medication being taken that may impair judgment or impact job performance; and
- i. employees are required to report for work capable of performing their jobs in a satisfactory manner.

In the event that an employee is injured or becomes ill on the job, these procedures must be followed:

- a. employee report the accident to their supervisor who will secure medical attention, if necessary;
- b. employee complete an accident report regardless of the seriousness of the injury or illness;
- c. supervisors must immediately notify the Executive Director of any serious injuries or illnesses experienced on the job;

- d. supervisors submit an incident report by the end of two (2) business days, providing as much detail as possible, to the Executive Director; and;
- e. if an employee is going to be absent from work for an extended period of time due to job-related injury, they will be required to follow the CHA Extended Leave Policy.

Failure to follow the above procedure may subject an employee to disciplinary action.

3. Security and Well Being

The security and well-being of employees, tenants, guests, CHA equipment and property is fundamentally important to the CHA. The CHA strives to provide an environment that allows employees to feel secure and free from intimidation, harassment or violence. CHA employees are required to treat everyone with courtesy and respect.

- a. Secured Facilities: All CHA offices and storage facilities are locked during non-business hours. Employees that require access to the facilities during non-business hours are required to obtain prior approval from their supervisor, with the exception of Executive Director, managers, and employees on Nightline duty.
- b. Equipment Care: CHA employees are provided with different types of equipment to assist them in fulfilling their position responsibilities. Equipment may include access to, but is not limited to, telephones, fax machines, computers, desks, postage machines, tools, and heavy equipment such as vehicles and machinery. It is every employee's responsibility to report malfunctions or breakage of equipment to their supervisor for review, correction or repair.
- c. Personal Property: In general, employees may bring personal property to the workplace where CHA is not responsible for damage or loss.
- d. Off-Site Use of CHA Property: In some instances, property and materials may be removed from CHA buildings or vehicles with prior knowledge and consent of the Department Manager. CHA property cannot be converted to personal property.
- e. Right to Inspect: To ensure the safety, security and well-being of employees, visitors and property, the Executive Director or Department Manager may inspect packages, briefcases, backpacks, or other belongings of persons entering and/or leaving the workplace.
- f. Privacy: Employees should have no expectation of privacy with respect to the contents of their desks, equipment, computers, or storage devices as they are also subject to inspection with or without notice.
- g. Theft: All employees are required to report all incidents of theft, theft of time, or deliberate damage of CHA or another employee's personal property to their supervisor. Theft of property also includes taking

items from occupied or vacated tenant units including but not limited to items left after vacancies and items thrown in the dumpster or garbage. The supervisor will conduct a preliminary investigation for fact-finding purposes. If there is probable suspicion of employee theft, the employee will be suspended without pay until further notice. If the investigation results in employee culpability, the employee will be terminated from employment and prosecuted.

- h. Threats: Conduct that threatens, intimidates, or coerces another employee, visitor, tenant or a member of the public will not be tolerated. All threats, especially threatened or actual violence shall be reported as soon as possible to the supervisor. This includes threats by employees as well as threats to employees. Employees that receive a threat of any nature and by any means (phone call, text, email, social media, etc.) should notify their supervisor and file a report with the Tribal Police immediately. The supervisor will notify the Executive Director and the reports will be placed in the employee's personnel file.
- i. Hazardous Conditions: Hazardous or potentially hazardous conditions caused by fires, storms, tornadoes or other situations will result in facility evacuation. Employees will be notified of these types of situations over the public address systems and or their supervisor.

4. Absenteeism and Tardiness

If an employee will be absent or late on any workday, the employee must notify their supervisor within one hour prior to their scheduled shift. Failure to notify the CHA properly is considered a no call/no show and is grounds for disciplinary action up to and including termination of employment. Absences from work for more than two consecutive workdays without calling in will be considered voluntary termination of employment.

If an employee is absent due to accident, illness, inpatient hospitalization, or any other medical reason, the CHA will request a release from the employee signed by a certified health care provider prior to the employee's return to work. Employees absent more than three consecutive days for medical reasons are required to provide a physician's release for return to work prior to their return.

Employees should also understand that the CHA also reserves the right to determine if there are additional factors (i.e. consistent attendance concerns, patterns, etc.) that may impact employee job performance. These factors may result in disciplinary action, up to and including termination of employment.

5. Nightline

The purpose of the CHA is to provide quality services to CHA tenants, and includes 24-hour emergency services. As outlined in the employee's job description, all maintenance and modernization employees without exception are required to take nightline duty on a rotating schedule, as determined and scheduled by the Department Managers. Efforts will be made to provide employees with advance notice, but employees may be called for emergencies at any time. Employees providing nightline service may be paid as follows:

1. Comp time
2. Any hours worked over 40 hours may be paid at one and a half times their regular rate of pay.

Failure to respond to nightline calls or refusal to accept this responsibility is a direct affront to the CHA's mission statement. Therefore, the CHA reserves the right to take disciplinary action up to and including termination against any employee who violates the Nightline Policy.

6. Arrest and Incarceration

Should an employee not be able to report for work due to arrest or incarceration, the employee shall ensure the Department Manager is informed as soon as possible.

Employees that are not able to report to work due to arrest or incarceration will be given a maximum of five working days off without pay. If an employee cannot return to work upon the expiration of the fifth day, the employee will be suspended for an additional three days without pay and may have his or her employment with the CHA terminated as determined by the Department Manager or the Executive Director.

In order to protect CHA tenants, employees, and property, the CHA reserves the right to take disciplinary action up to and including termination against an employee who has been arrested under pending felony charges. Furthermore, incarceration of employees of any nature enables the CHA, at its sole discretion, to proceed with disciplinary action up to and including termination of employment.

7. Travel Policy

The nature of the CHA's business may make it necessary for employees to travel outside of their immediate workplace. All business travel shall be authorized in advance by the Board, the Executive Director, and/or the Department Manager, as deemed appropriate. In accordance with the CHA budget, in general, the Board will approve travel requests for Board members and the Executive Director; and the Executive Director will approve all other travel requests.

Employees and Board of Commissioners who travel on behalf of the CHA for business purposes are expected to make reasonable efforts to contain costs, utilize appropriate

providers, accurately record expenses and submit expense reports in a timely manner. CHA attendance at meetings, events, and trainings shall be limited to the number of persons necessary to cover the event adequately. The CHA retains the right to limit travel if deemed excessive, costly, or unnecessary.

If the business trip is less than 24 hours, not requiring a hotel stay, the actual costs of mileage, meals, and other reasonable expenses will be reimbursed after receipts are submitted. For reimbursement, receipts must be submitted within 30 days.

If the business trip exceeds 24 hours, the traveler may receive a travel advance following federal travel regulations. Specifically, travel advances will include per diem rates for meals and incidentals, mileage at the current federal rate, and other anticipated travel expenses such as parking or cab fares. When more than one person travels, reasonable efforts shall be made to share car travel and hotel rooms. In all cases, the least expensive means of travel shall prevail.

When travel is completed, the traveler shall submit original receipts as soon as possible and within 30 calendar days. Travel balances owed to CHA after the clear out process shall be deducted from payroll or stipend checks.

Employees who are involved in an accident or otherwise injured while traveling on business must promptly report the accident or injury to their immediate supervisor.

Vehicles owned, leased, or rented by the CHA are not for personal use.

Typically, reimbursement costs include the following:

- j. Travel costs – Airfare, luggage, cab fare, bus tickets
- k. Mileage
- l. Parking, tolls
- m. Hotel/Motel rooms
- n. Phone or fax charges
- o. Meals
- p. Business supplies

The CHA, in general, will not reimburse employees for any traffic tickets, parking fines or insured property losses in conjunction with the employee's use of their personal vehicle. Employees that use their personal vehicles for work related purposes must possess a valid Wisconsin Driver's License and must maintain minimum auto liability insurance.

8. Promotion/Transfer Policy

All regular employees of the CHA are encouraged to seek career advancement opportunities that enhance the employee's knowledge, skills and career aspirations. Employees must be in their current position for a minimum of three months to be

considered for a promotion or transfer. Consideration for promotions or transfers will be dependent on employee qualifications, the skill requirements of the position, the employee's past performance in the current position and a review of disciplinary actions as appropriate.

The CHA reserves the right to fill a position internally before posting notice to the public. The CHA reserves the right to recruit externally while conducting internal interviews for available positions.

Employees interested in a promotion or transfer must inform their current supervisor of their intent and submit a letter of interest to the supervisor of the open position. All applications for employee requests transfer will be reviewed for suitability and forwarded to the Executive Director for approval.

All promoted and transferred employees will begin a probationary period of 90 days in their new position. After completion of the probationary period in the new position, the employee will receive a performance evaluation to discuss all aspects of the employee's performance in the new position, provide feedback and provide an arena for employees to discuss any concerns. Based on the new position start date, performance evaluations will then revert to the annual performance evaluation cycle.

Promotion and transfer to new positions do not affect the employee's employment anniversary date or length of service with the CHA. The initial date of hire is retained and used to determine benefits, length of service awards or may be used in respect to determining layoffs or recall to work.

The Executive Director reserves the right to accept or deny employee requests for promotion or transfer based on sound business decisions and reasons that may impact the operation of the CHA.

9. Relationships at Work

CHA has the right to expect that personal relationships do not impact employee performance and does not position the CHA in situations that can be construed as promoting favoritism, bias, nepotism, or other potential employee claims of disparity.

The CHA defines personal relationships as family relationships, close relationships, business and romantic relationships. The CHA reserves the right to determine if an existing or new relationship creates an arena where favoritism, bias, or nepotism may be perceived.

Individuals that are determined to have family or personal relationships with an employee will not hold positions of direct supervision of that employee.

All employees are responsible for disclosing close personal relationships at work to their immediate supervisor to minimize or avoid the potential of disrupting the efficient operations of the CHA or create a potential for conflict of interest.

10. Conflict of Interest

Employees have an obligation to conduct business or otherwise perform their duties in a way that avoids actual or potential conflicts of interest. An actual or potential conflict of interest exists when an employee is or may be in a position to influence a decision or business deal that may result in a personal gain, either for the employee or for the employee's relative or close friend.

Employees may not solicit or accept gifts or other benefits from guests, tenants, vendors, contractors, suppliers, or other organizations. Special care must be taken by employees to avoid even the suggestion or impression of a conflict of interest. Furthermore, any suggestion of conflict of interest warrants disciplinary action including and up to termination of employment.

11. Confidentiality

CHA employees may have access to confidential and sensitive information. This may include tenant and applicant information in addition to, CHA's financial status, employee records, and other data that is to remain confidential and not disclosed to any unauthorized persons. All employees are required to sign the Confidentiality and Non-Disclosure Agreement. Employee violations of this policy is subject to the disciplinary process, up to and including termination of employment.

12. Outside Employment/Volunteering

Employment with the CHA requires employees to commit to the CHA above all other employment or activities. However, an employee may volunteer or hold a job with another company or organization, provided the additional commitment does not conflict with CHA goals, department operations, or the employee's job performance. Employees are not permitted to work for another employer while on extended medical leave or while absent for illness from the CHA.

An employee is required to notify the department manager in writing immediately or within five (5) business days of any outside employment or volunteer activity.

If the outside employment or volunteer activity adversely impacts the employee's job performance, department operations or conflicts with the goals of CHA, the employee will be required to terminate the outside employment or volunteer activity if the employee wishes to remain employed with the CHA.

13. Solicitation/Distribution

It is CHA's policy that there shall be no solicitation during working time. CHA recognizes that employees have interests in events and organizations outside of the workplace. However, no employee may engage in solicitation or willingly accept solicitation on behalf of any club, society, religious organization, political party, labor union or similar association, or for any other purpose during actual working time of either the solicitor or the person being solicited. "Actual working time" means that time during which an employee is required to be on the clock performing work duties.

Employees may not distribute literature in working areas at any time. However, employees may use CHA's public information bulletin board. "Working Areas" include all areas of the premises including the employee break room and parking lot.

This policy does not prohibit the solicitation or distribution of CHA-sponsored activities.

14. Personal Appearance & Uniforms

During business hours or when representing the CHA, employees are expected to dress appropriately and according to the requirements of their position. All employees must contribute to the positive image that CHA presents to tenants, visitors and the general public and are expected to present a clean and neat appearance.

Employees who are issued uniforms are required to appropriately wear them during normal working hours. Positions that require uniforms will be issued two (2) uniforms by CHA every two (2) years and employees are required to maintain them. If the employee requires additional uniforms, they will be required to reimburse the CHA for the cost. Uniforms must be worn professionally (i.e. – shirts buttoned up, no cut off sleeves).

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. If the employee is sent home the employee will not be compensated for time away. Employees who do not return to work will be subject to disciplinary action up to and including termination.

Specific questions related to appropriate appearance should be directed to the employee's supervisor.

At no time will the following be permitted during business hours:

- a. sexually provocative or revealing clothing including athletic tank tops, spandex, halter-tops or other tops baring the midriff; and
- b. clothing with inappropriate language or offensive graphic logos including: alcohol, tobacco, drugs, and;
- c. clothing or attire that advocates political positions or statements; and
- d. Inappropriate body marks (i.e.; tattoos, hickies, etc).

15. Guidelines for Appropriate Conduct

The reputation of the CHA requires the highest standards of ethical conduct of employees due to the sensitive nature of the work and mission of CHA, that includes ensuring fairness and equity in its operations and protecting the personal information and property of CHA tenants and applicants. Therefore, CHA employees are required to conduct themselves in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct; as well as demonstrate regard for appropriate standards of conduct and personal integrity.

In order to protect the integrity of CHA operations and promote a positive image of the CHA, CHA enforces rules for appropriate conduct. Whether an employee is on or off duty, employee conduct has a direct reflection on the CHA.

Employees of the CHA are required to follow standard business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times; demonstrating respect for the rights and feelings of others and refraining from any behavior that might be construed as inappropriate or harmful to CHA tenants, community members or the general public.

The following types of behavior and conduct are unacceptable in the CHA's workplace. This list is not all-inclusive, and the CHA management reserves the right to determine appropriate disciplinary actions up to and including termination of employment.

- a. Fighting, threats, intimidation or physical or verbal harassment of CHA tenants, guests, visitors or employees;
- b. Reporting for or engaging in work under the influence of drugs or alcohol;
- c. Possession of any substance including but not limited to alcohol, marijuana, cocaine, stimulants, depressants, narcotics, hallucinogens, prescription drugs not properly prescribed or not for a bona fide medical use, so called "look-alike" drugs and drug paraphernalia;
- d. Engaging in any negotiation, barter or agreement regarding the sale or purchase of any illegal substance on CHA time.
- e. Smoking or using other tobacco products on, in or within a 15 foot radius of any CHA property (i.e.; offices, tenant units, vehicles, etc.)
- f. Felony convictions with a direct potential to impact the CHA due to the nature of the employee's position;
- g. Sleeping, loafing, or loitering on the job or during work hours;
- h. Engaging in unauthorized personal business during work hours;
- i. Deliberate destruction or defacing of CHA, tenant, visitor, or employee property or equipment;
- j. Accepting gifts, bribes, or anything of material value;
- k. Misuse, theft, misappropriation or unauthorized use of CHA, employee or visitor property. Theft of property also includes taking items from occupied or vacated

- tenant units including but not limited to items left after vacancies and items thrown in the dumpster or garbage;
- l. Any form of dishonesty or unethical behavior;
 - m. Inappropriate disclosure of confidential CHA information;
 - n. Falsifying records of information or data;
 - o. Altering or falsifying employee timecard, payroll records or punching in and reporting time for another employee;
 - p. Violation of safety rules or engaging in conduct which creates an unsafe work environment;
 - q. Violation of Tenant Safety Policy;
 - r. Failure to report injuries or accidents immediately;
 - s. Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury (i.e., insurance fraud);
 - t. Neglect in the performance of assigned duties;
 - u. Deliberate reduction of output of work;
 - v. Substandard quality and quantity of work;
 - w. Absence without notice or approval such as;
 - i. Failure to report absence;
 - ii. Excessive absenteeism or tardiness;
 - iii. Leaving the job or property without permission;
 - iv. Excessive, extended time at break or lunch periods.
 - x. Working unauthorized overtime;
 - y. Unauthorized solicitation or distribution of non-company materials;
 - z. Possession of weapons or firearms on CHA properties or while on duty;
 - aa. Unauthorized communications or interactions with CHA tenants and or applicants that is determined to be detrimental to the CHA organization which may include the following;
 - i. aiding in the filing of a complaint or grievance against CHA
 - ii. disclosing confidential CHA information or any CHA information that may serve to be detrimental to CHA operations
 - iii. failure to disclose or the deliberate misrepresentation of CHA business, staff information, or policies and procedures
 - iv. inappropriate behavior or communication such as using foul language, hand gestures, or any other behavior that can be construed as illegal, improper, or offensive
 - v. any activity that can construed as a method to seek personal financial or material gain such as solicitation, bribery, kickbacks, etc.
 - bb. Unauthorized communications or interactions with external sources including funding sources, government officials including Tribal council members that is determined to be detrimental to the CHA organization;
 - cc. Refusal to follow the direct order of a supervisor or management;
 - dd. Violating any other CHA policy including this policy.

16. Conflict Resolution Policy

To prevent a small conflict from escalating into a larger one, CHA employees should talk discreetly to the appropriate individual to prevent the issue from adversely affecting CHA operations.

If an employee is having a problem with another employee, CHA encourages the employee to approach the person first and attempt to resolve the conflict. If that does not resolve the problem, or if it's deemed appropriate, an employee should address the issue with his or her own supervisor and is required to follow the CHA chain of command. For example: Employee A has a conflict with Employee B, and efforts to resolve issue with Employee B has failed; then Employee A should report the problem to his or her own supervisor to seek resolution of the conflict. The supervisor of Employee A will notify and consult with supervisor of Employee B. If the conflict is still not resolved, the Employee A should file a formal written grievance.

In some instances, an employee may experience problems or issues with his or her supervisor. In these instances, employees are encouraged to discuss the matter with their supervisor in an attempt to resolve their issue. If the matter is not resolved, the employee should file a formal written grievance.

No employee acting in a reasonable manner will be penalized for voicing a complaint or using the grievance process. If the conflict is not resolved, the employee may use the CHA Conflict Resolution Policy as follows:

1. The initial approach to settling any issue is open communication. An employee should first seek to resolve any complaint with his/her immediate supervisor through informal discussion.
2. If such discussion does not resolve the matter informally, and the employee believes that his/her complaint rises to the level of a grievance, then the employee may initiate a formal written grievance as follows:
 - a. The grievant may initiate a formal grievance by putting it in writing and submitting it to his or her supervisor. The formal grievance must pertain to the specific complaint at hand. The grievant shall specify in detail;
 - i. the specific facts supporting the grievance;
 - ii. the specific policy or law alleged to have been violated; and
 - iii. the employee's recommendations for resolution of the formal complaint.
 - b. The formal grievance must be submitted within a reasonable timeframe of the issue or complaint but no later than thirty (30) calendar days. The supervisor shall make every reasonable effort to provide a written response to the employee's grievance within ten (10) business days of receiving the formal grievance. The final decision by CHA management is not grievable. Refusal to accept the final decision is a deliberate act of

insubordination subject to the disciplinary process up to and including termination.

VII. Disciplinary Actions

CHA is an at-will employer where employees serve at the will of the employer. However, CHA reserves the right to use a progressive disciplinary approach to correct employee behavior. Corrective discipline is designed to assist employees in meeting the goals and responsibilities of their position and within the CHA's rules for employee conduct.

In some instances, employee conduct may be construed as conspicuously unethical, immoral, offensive and detrimental to CHA's image and therefore the CHA may terminate the employment relationship. At any time, the CHA may bypass any one or more of the progressive disciplinary steps based on the severity of the infraction that justifies suspension or termination even if warnings were not previously given.

Depending on the frequency, pattern, and seriousness of previous violations, CHA may also consider the employee's total employment record that justifies termination of employment. Based on the seriousness or repetition of unacceptable behaviors and infractions, or the combination of unacceptable behaviors or infractions, CHA management reserves the right to determine and take appropriate disciplinary action.

1. Progressive Disciplinary Process

Every disciplinary action will be documented with the following:

- actual or approximate date and time of the incident;
- the occurrence of the employee's unacceptable behavior or infraction;
- the CHA policy or rule violated;
- the supervisor or manager's recommendations for corrective action; and
- the consequence for a repeat violation.

The progressive disciplinary process includes the following:

1. First offense: Warning to employee for corrective action.
2. Second offense: Suspension (one to five days) or termination of employment depending on the severity of the infraction.
3. Third offense: Termination of employment

If an employee refuses to sign or acknowledge a disciplinary notice, the manager or supervisor will document it and the refusal will be grounds for immediate termination.

2. Appeal Process

An employee that disagrees with a suspension or termination may file an appeal to the CHA Board of Review that is comprised of the Executive Director, one (1) member of the Board of Commissioners, and one (1) additional employee.

The appeals process is as follows:

- a. Within five (5) business days of receiving the suspension or termination notice the employee shall file a written appeal that must include the following:
 - i. a detailed description of why they feel the disciplinary action was unjust; and
 - ii. documentation or provide evidence in support of their appeal
- b. Within ten (10) business days of receipt of the written appeal the Executive Director will schedule a hearing with the Board of Review and provide notice of the hearing to all parties.
- c. At the appeal hearing, the employee will be given the opportunity to discuss their appeal and rationale as to why they believe the suspension or termination was not appropriate. All parties must be given the opportunity to be present at the appeal hearing or they waive their right to the appeals process.
- d. A written decision by the Board of Review will be provided within five (5) business days of the hearing to all parties involved.
- e. If the employee does not agree with decision of the Board of Review, the employee may then submit his or her appeal to the CHA Board of Commissioners.
- f. The decisions of the CHA Board of Commissioners are final and not appealable.

VIII. Separation of Employment

In the event that an employee voluntarily resigns from employment or retires from employment, the employee is expected to provide the CHA with at least a two weeks written notice. An employee who does provide such notice is not eligible for rehire for a period of five (5) years.

In the event an employee is terminated from employment with the CHA, terminated employees are not entitled to advanced or written notice.

All employees separating from employment with the CHA for any reason will receive their final paycheck for hours worked and accrued vacation up to 120 hours on the next regularly scheduled payday. The final paycheck may have deductions for any amounts owed to the CHA per these policies. Employees that separate from employment are

required to return to the CHA all company issued property (i.e., cell phone, keys, laptop, tools, equipment, etc.). The former employee is required to disclose all passwords to any logins on CHA related networks or web sites. CHA retains the right to charge the separating employee for the current value of the unreturned property including any associated replacement or labor cost.

CHA is not subject to the COBRA Act in providing continuation of benefits (health, dental, vision insurance). However, CHA reserves the right to offer continuation of benefits to a separating employee upon Executive Director or Board of Commissioners approval.

IX. Definitions

Immediate Family is defined as spouse, child, parent, sibling, and grandparent.

Child is defined as a biological, adopted or foster child, stepchild, legal ward, or child for whom the employee has day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care because of a physical or mental disability.

Physical or mental disability is defined as a physical or mental impairment that substantially limits one or more of an individual's major life activities.

Spouse is defined as an employee's husband/wife or unmarried significant other.

Parent is defined as the employee's biological parents or another individual who provided day-to-day and financial support during the employee's own childhood. An employee's parent in-law is not considered a "parent" for purposes of EML.

Personal property is defined as any item that is not required by an employee to execute their individual position responsibilities. Examples include, but are not limited to, cellular phones owned by the employees, cameras, radios, personal software and compact disks.

Materials are defined as tangible and non-tangible items, including but not limited to: supplies, equipment, money, confidential files, propriety information, etc. This also applies to property that has been discarded in waste receptacles.

Grievance is defined as a formal written complaint by an employee.

At-Will Employment means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences. At-will also means that an employer can change the terms of the employment relationship with no notice and no consequences. For example, an employer can alter wages, terminate benefits, or reduce paid time off.

Employee Acknowledgement Form

By signing this form, I acknowledge that on the date of my signature as shown below I have received a copy of the Personnel Policies from the Lac du Flambeau Chippewa Housing Authority (the “CHA”). I understand that the Personnel Policies describes important information about the CHA, and that it is my responsibility to read and become familiar with the contents of the Personnel Policies and to comply with the policies it contains. I also understand that the CHA may change or add to the Personnel Policies or adopt or change other policies, as it deems appropriate, with or without advance notice. I further understand that I should ask my supervisor about any questions not answered in the Personnel Policies.

I acknowledge that I have entered into my employment relationship with the CHA voluntarily and that I am an employee at will. This means that, subject to applicable law, the employment relationship can be terminated at any time for any reason, with or without cause or notice. I understand that no supervisor has any authority to change this employment at will relationship.

Furthermore, I acknowledge that these Personnel Policies are not a contract of employment and I understand the CHA has the right and will exercise the right to take necessary action, including discharge, for conduct that requires such action, whether or not such conduct is referred to in these Personnel Policies.

Employee’s Signature

Date

Employee’s Printed Name